

## INSTRUCTIONS FOR COLLECTION & SUBMISSION OF SERUM

Michigan Department of Community Health  
and  
Michigan Regional Laboratories

**IMPORTANT:** If the specimen container is received leaking, not properly labeled, test requisition not completed or specimen label does not match test requisition, the specimen will not be tested.

### **Specimens received in glass tubes will not be tested.**

**NOTE:** The plastic tubes provided are not sterile and must not be used for the submission of CSF, throat swabs or other specimens for bacterial or viral culture.

1. Perform venipuncture. After sufficient clotting (one hour at room temperature), centrifuge the whole blood to separate cells from serum.
2. Transfer serum to the plastic, skirted-cap, tube(s) provided (minimum volume of 2.5 mL **{4.5 mL for HIV testing}**). Specimens less than 2.5 mL (**4.0 mL for HIV testing**) are unsatisfactory and will not be tested.
3. Label tube(s) with the same name/unique identifier used on the test requisition(s).
4. Record the name/unique identifier on the tube/requisition for your records. You will use it to link the specimen to the patient.
5. Refrigerate serum at two to eight degrees centigrade until ready to ship to the laboratory. When ready to ship, place no more than two tubes that are labeled with the same name or unique identifier as used on the test requisitions, wrapped in absorbent material such as paper towel or tissue, into aluminum screw-capped can and tighten the cap.
6. Place aluminum can with completed test requisition(s) into screw-capped cardboard container and secure tightened cap with tape.
7. **Complete** and apply the return address, diagnostic specimen label to cardboard container and ship by the most rapid and convenient means available (e.g., courier, bus, U.S. First Class, Priority or Express Mail etc.) to the appropriate laboratory facility.

**NOTE: The shipper is responsible for being sure that their package is in compliance with the current shipping regulations.**